6 July 1950

TO: Chief TRD through Chief STB

FROM: ASTS

SUBJECT: Procedure for Preparation and Handling
              of ASTS Training Material.

     1. The intention of the ASTS to utilize somewhat sensitive material in their courses, together with a substantial volume of live operational data, has brought up the problem of handling such material under existing procedures. After considerable discussion within the ASTS staff, we wish to submit the following recommendation for incorporation into TRD procedures:

     a. The identification, choice and acquisition of sensitive material for use in the ASTS program is the responsibility of the respective chief instructors of that section.

     b. The editing, layout and reproduction work required will, as in the past, remain a function of the Research Materials office.

     c. The finished product intended for use in any course will be retained in the files of the RMO provided that;

       (1) One copy of each piece of such material be retained by the ASTS to serve as a master control copy.

       (2) This master copy will bear a cover sheet on which will be noted the following points;

          (a) Original source of information.

          (b) Chief instructor responsible for its procurement.

          (c) A statement of the probable usefulness of the material.

          (d) A statement of the security considerations limiting its use.

          (e) A notation of each course, by name and course serial number, in which the material actually has been used.

       (3) Release by the RMO of any material falling within this category for use in any other portion of TRD must be approved by the appropriate chief instructor of ASTS.

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2. This recommendation is submitted in order that the chief instructors in the ASTS may be able to give the division and staff officers the kind of assurance on secure handling of material which they demand before releasing up-to-date sensitive information for our use. Since such material is absolutely essential to effectiveness in the work of this section, we trust that you will be willing to concur in this recommendation.

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